

**DIVISION OF HUMAN RESOURCES  
OFFICE OF PERSONNEL ADMINISTRATION  
MERIT SYSTEM SELECTION & CLASSIFICATION 222-2172**

**CIVIL SERVICE  
EXAMINATION ANNOUNCEMENT**

**THIS EXAMINATION IS BEING OFFERED TO ESTABLISH A  
CIVIL SERVICE LIST THAT WILL BE IN EFFECT FOR UP TO 4 YEARS.**

**ALL CANDIDATES MUST FURNISH A VALID CERTIFICATE OF PROFICIENCY DATED NOT PRIOR TO AUGUST, 2005.**

**WORD PROCESSING TYPIST #6238 (pay grade 10)**

**SALARY RANGE: \$27,912 – 29,855\***

**GENERAL STATEMENT OF DUTIES:** To perform typing work of a difficult and responsible nature on automatic typewriting equipment which records material on cards or tapes for storage and reuse; to perform varied clerical work of a difficult and responsible nature; and to do related work as required.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in typing and the operation of automatic typewriting equipment; *and*

**EXPERIENCE:** Such as may have been gained through: employment in performing automatic typing and office tasks of a varied nature.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**EXAMINATION WEIGHT: 100% WRITTEN; PLUS CERTIFICATE OF PROFICIENCY**

CANDIDATES WHO POSSESS A VALID CERTIFICATE OF PROFICIENCY SHOULD ATTACH A COPY TO THEIR APPLICATION. CANDIDATES NOT HAVING A VALID CERTIFICATE OF PROFICIENCY **MUST MAKE AN APPOINTMENT** FOR A PROFICIENCY TEST WITHIN THE APPLICATION PERIOD. CANDIDATES WHO DO NOT MAKE ARRANGEMENTS FOR A TYPING TEST WITHIN THE APPLICATION PERIOD (**January 22, 2007 through February 9, 2007**) WILL NOT BE SCHEDULED FOR THE WRITTEN EXAMINATION.

*Any person who is currently employed by the State in any one of the following classifications will be exempt from the performance portion of the examination: SUPERVISING WORD*

*PROCESSING TYPIST, SENIOR WORD PROCESSING TYPIST, WORD PROCESSING TYPIST, PRINCIPAL CLERK TYPIST, SENIOR CLERK TYPIST and CLERK SECRETARY.*

**PROFICIENCY REQUIREMENTS:** A candidate may satisfy the Proficiency Requirement by meeting one of the following conditions:

- A) By providing a certificate from a recognized institution indicating that within the previous 18 months the candidate successfully completed a typing course at that institution.
- B) By providing (1) a certificate from a teacher of typing in a type of school such as (a) a public or parochial high school; (b) an accredited private high school, business or secretarial school, junior college or college; (c) a man-power training and development course, stating that within the previous 18 months the candidate was enrolled in a typing course and demonstrated proficiency at the rate mentioned below. (2) A notice of having passed, within the previous 18 months, a typing test administered by a state employment service office at the rate mentioned below.

**TEST REQUIREMENTS: 40 NET WORDS PER MINUTE – FOR 5 MINUTES**

Applicants who do not meet the Certificate of Proficiency requirement should telephone any NETWORK RHODE ISLAND CAREER CENTERS listed below in order to make arrangements for a typing test.

**NETWORK RHODE ISLAND CAREER CENTERS**

Bristol County	245-9300	470 Metacom Avenue, Warren
Providence	462-8900	1 Reservoir Avenue
Pawtucket	722-3100	175 Main Street
Wakefield	789-9721	Oliver Stedman Government Center
		Route 1, Tower Hill Road
West Warwick	828-8382	1330 Main Street
Woonsocket	235-1201	219 Pond Street

**ALL APPLICATIONS MUST BE RECEIVED AT THE OFFICE OF PERSONNEL ADMINISTRATION NO LATER THAN THE LAST DAY OF THE APPLICATION PERIOD. NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSE OF THE APPLICATION PERIOD.**

**APPLICATION PERIOD: JANUARY 22, 2007 THROUGH FEBRUARY 9, 2007**

**Applications may be obtained at any Department of Labor and Training NETWORK RHODE ISLAND CAREER CENTERS or by applying in person at the Office of Personnel Administration, 3rd floor, One Capitol Hill, Providence, Rhode Island.**

**NOTE:** The Office of Personnel Administration does not assume responsibility for applications sent through the mail.

**NOTE:** The Personnel Administrator, at his discretion, may declare the list resulting from this examination appropriate for any comparable classification.

**NOTE:** Any individual with a disability who requires assistance during the exam process should notify the Examination Section in advance to ensure that appropriate accommodations will be made.

**\*WAGES SUBJECT TO UNION CONTRACT**

**GENERAL INFORMATION TO CANDIDATES (222-2172)**

**RHODE ISLAND RELAY: 711**

**See reverse side for further information.**

**JANUARY 18, 2007**

**AN EQUAL OPPORTUNITY EMPLOYER**

**ANN #1/07 -0**

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES  
STATE OF RHODE ISLAND & PROVIDENCE PLANTATIONS  
OFFICE OF PERSONNEL ADMINISTRATION  
Third Floor, One Capitol Hill  
Providence, Rhode Island 02908-5762**

**GENERAL INFORMATION TO CANDIDATES (222-2172)  
RHODE ISLAND RELAY: 7 1 1**

**WHEN TO APPLY**

Apply within the application period as shown on this announcement.

**MINIMUM REQUIRED RATING**

The minimum required final earned rating shall be 70.

Whenever two or more competitors have equal final earned ratings, their names shall be arranged on employment or promotional lists in the order of their performance on the written test; provided, however, that when such arrangement fails to resolve a tie, the order on the lists shall be the same as the order in which their applications were time-stamped in the Office of Personnel Administration, or by seniority within state service. Where practical, determination by seniority shall have preference.

**RESIDENCE (G.L. 36-4-18)**

Applicants must be residents of Rhode Island unless waived on exam announcement.

**DEFINITION OF veterans credit (G.L. 36-3-3 – WAR VETERAN)**

“...there shall be added to the final earned ratings of examinees who are veterans in competitive tests for entrance into the Classified Service, but not for promotion into the service, who receive at least the minimum required final earned rating as stated in the public notice, service credits amounting to give points for veterans or service credits amounting to ten points for disabled veterans...”

Disabled Veteran means any war veteran who is an examinee and who is certified by the Veterans Administration to be physically disabled, as a result of a service-connected disability, with a disability rating of zero percent or more.

War veteran or veteran means any person, male or female, who was employed as an officer, member of the enlisted personnel or otherwise in the active military or naval service of the United States or of any auxiliary unit of such military or naval service, except civilian employees-at some time during the following period:

**War Service Time**

December 7, 1941 – December 31, 1946  
June 27, 1950 – January 31, 1955  
July 1, 1958 – January 1, 1959  
August 5, 1964 – May 7, 1975

August 20, 1982 – December 31, 1987  
December 20, 1989 – January 31, 1990  
August 2, 1990 – July 13, 1992

**DESCRIPTION OF POSITIONS**

A class specification describing the duties of the position and the minimum qualifications will be furnished upon request by the Office of Personnel Administration.

**INVESTIGATION**

The Office of Personnel Administration reserves the right to investigate all statements made on your application and to require proof of such statements when deemed necessary.

**PROMOTIONAL EXAMINATIONS (G.L. 36-4-22)**

A person is eligible for promotional examination provided the employee is currently employed in the classified, unclassified, or non-classified service as of the official closing date of the examination announcement or twenty or (21) calendar days prior to the administration of the first phase of the examination, whichever is later, and meets one or more of the following requirements: (a) any employee who holds or within three (3) years has held permanent status in the classified service; (b) any employee who is serving is a probationary period as of the official closing date of the examination announcement; (c) a minority (as currently defined in federal employment law as Blacks, Hispanics, American Indians including Alaska Natives, and Asians including Pacific Islanders) who is a qualified exam applicant seeking entry to a classification where there is a manifest imbalance in the job category; or (d) any employee who has served twelve (12) months service in the classified, unclassified, or non-classified service and, in addition, meets the minimum requirements established in the class specification. Promotion lists shall remain in effect for a period of three (3) years or until exhausted or until combined with or replaced by a more recently prepared list. This section shall not apply to the Rhode Island State Police or the Legislative branch of state government. An employee who is not on the promotional list shall be eligible to take the promotional examination for the position the employee occupies.

**ADDITIONAL POINTS (G.L. 36-4-31)**

Any employee who holds temporary or provisional status for at least twelve consecutive months in the class in which (s) she is serving and who takes the appropriate examination for the position shall receive in addition to his/her test score five additional points for each year of state service, which shall be added to his/her test score, provided however, that in no case shall an employee receive credit for more than four years of service. An employee who holds temporary provisional status for at least twelve consecutive months in the class in which (s) he is serving and is found to be reachable for certification to the position (s) he holds shall be appointed to the position unless the appointing authority certifies to the Personnel Administrator that said individual's service has been unsatisfactory.